



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

SENIOR LEGAL ANALYST*

\$4,110 – \$4,997

**CORPORATE AFFAIRS BUREAU
SACRAMENTO**

RESPONSIBILITIES: Under the direction of Bureau Chief of Corporate Affairs the Senior Legal Analyst independently performs a wide-variety of paralegal duties and provides analytical and technical support and assistance to attorneys. Duties include: handling the more difficult assignments, corporate filings and complex legal research assignments; performing detailed review of legal files; analyzing legal issues to be ultimately resolved by attorneys; independently analyzing applications and assessing legal issues; conducting a detailed review of filings, exam reports and other data; issuing initial deficiency letter; reviewing and analyzing applicants' response to requests for additional information; drafting letters, memoranda and permits; and conferring and corresponding with other Departmental personnel regarding various requirements and procedures impacting corporate files.

DESIRED QUALIFICATIONS:

- Ability to work independently;
- Knowledge of corporate filings and related legal issues;
- Familiarity with methods and systems of all branches of California government;
- Strong analytical and inter-personal skills;
- Excellent written and verbal communication skills
- Comfort and familiarity with personal computer and popular office software packages and extensive knowledge of legal research methods;
- Ability to meet multiple deadlines and performs under pressure

WHO MAY APPLY: Applications will be accepted from current State employees at the Senior Legal Analyst level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered for certain classifications only if necessitated for recruitment purposes. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

APPLICATION PROCEDURE: Send a completed standard State of California application to Christen Ko, Department of Insurance – Human Resources Management Bureau, 300 Capitol Mall, 13th Floor; Sacramento, CA 95814. **Please indicate “Senior Legal Analyst, #XXX-5333-XXX, Corporate Affairs Bureau” on the State application.** For additional information, please call (916) 492-3411.

FINAL FILING DATE: APRIL 30, 2001 OR UNTIL FILLED

NOTE: **Interested candidates, including list eligibles, must submit an application in order to be considered for this position.**

***PENDING DEPARTMENT OF PERSONNEL ADMINISTRATION APPROVAL**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

SP 04/19/01